

**VILLAGE OF MONTEBELLO
INSTRUCTIONS FOR FILING APPLICATIONS
TO THE PLANNING BOARD &
ZONING BOARD OF APPEALS**

1. ALL APPLICATIONS ARE TO BE COLLATED AND IN THE SAME ORDER AS RECEIVED.
2. ALL APPLICATIONS MUST INCLUDE ONE (1) ORIGINAL IN EACH PACKET.
3. EACH COLLATED SET OF MAPS ARE TO BE PROPERLY FOLDED AND ATTACHED TO BACK OF EACH COMPLETED APPLICATION.

NOTE: IF APPLICATIONS ARE NOT SUBMITTED PROPERLY, THEY MAY BE DEEMED INCOMPLETE AND REFUSED TO BE ACCEPTED BY THE CLERK TO THE BOARD YOU ARE APPLYING TO.

PLEASE DO NOT ASK THAT THE DEADLINE DAY BE EXTENDED. IF POSSIBLE SUBMIT YOUR APPLICATIONS BEFORE THE DEADLINE DAY.

THANK YOU

Village of Montebello

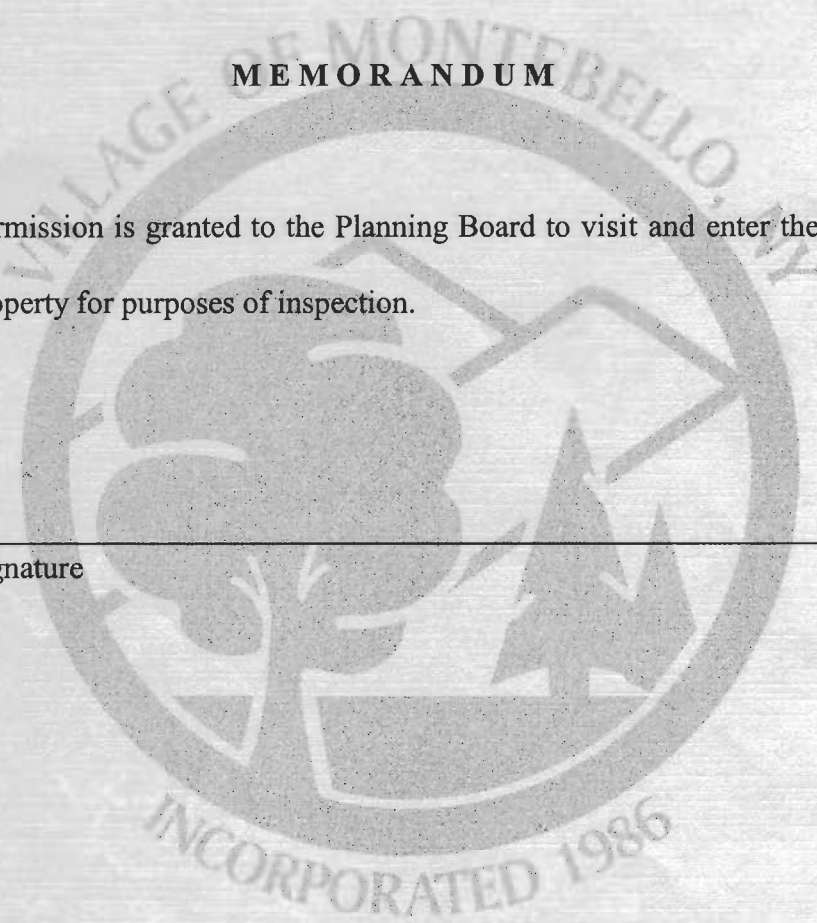
One Montebello Road
Montebello, New York 10901

(845) 368-2211
Fax (845) 368-2044

MEMORANDUM

Permission is granted to the Planning Board to visit and enter the subject property for purposes of inspection.

Signature



VILLAGE OF MONTEBELLO
ONE MONTEBELLO ROAD
MONTEBELLO, NEW YORK 10901
(845) 368-2211

FINAL PLAT APPLICATION CHECKLIST
(INCLUDING REVISED FINAL AND RE-APPROVAL)

SUBDIVISION _____

1. _____ 2 copies of Final Application (PB-2C) with Affidavit of Ownership attached.
2. _____ Affidavit of ownership - G3
3. _____ 5 Engineer's Cost Estimate - G6
4. _____ Affidavit (abutting owners) - G5
5. _____ 26 Narratives
6. _____ _____ copies of Construction Plans
7. _____ 26 copies of Final Site grading plan
8. _____ Health Department approval required for more than four lots
9. _____ Revised final or re-approval of final requires letter re: violations **from** the Building Inspector
10. _____ 26 copies of Final Plat
11. _____ Offers of dedication, if required by prior approvals
12. _____ Performance bond, if required by prior approvals
13. _____ Inspection fee, per regulations
14. _____ Check payable to "Village of Montebello" (**certified or attorney's check**)

Applicant is to refer application to the Rockland County Soil and Water Conservation for their review and comment, where required.

Effective November 1, 1994 there will be a fee for all sewer reviews. Checks are to be made payable to the Town of Ramapo Department of Public Works.

Fee Schedule: \$500 plus \$125 per lot plus \$250 per meeting for appearance at each meeting on application. See official schedule of fees for more details.

- Before submitting your application, please make sure it is complete, only **complete** applications will be processed.
- Please do not ask that the deadline day be extended. If possible submit your application **before** the deadline.

VILLAGE OF MONTEBELLO
One Montebello Road
Montebello, New York 10901
(845) 368-2211

PLANNING BOARD

DATE: _____

APPLICATION FOR FINAL APPROVAL

1. Name of subdivision _____
2. Name of applicant _____ Phone _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
3. Name of local (Rockland County) agent _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
4. Owner of record _____ Phone _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
5. Land Surveyor _____ Phone _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
6. Attorney _____ Phone _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
7. Subdivision location : On the _____ side of _____
_____ feet _____ of _____
(Direction) (Street)
8. Postal delivery area _____ School District _____
9. Total acreage _____ Zone _____ Lot(s) _____
10. Tax map designation: Section _____ Lot(s) _____
11. Date of sketch plat approval _____
12. Date of preliminary plat approval _____

(please turn over)

PB-2C

13. Have any changes been made since this plat was last before the Board? _____

14. Has the Zoning Board of Appeals granted any variance or special permit concerning this property? _____

If so, list Case No. and Name _____

List all contiguous holdings in the same ownership (as defined in the Village of Montebello's Zoning Ordinance.

Section _____ Lot(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the liber and page of each conveyance into the present owner as recorded in the Rockland County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property and the date of the contract of sale was executed. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF NEW YORK)
COUNTY OF ROCKLAND)
TOWN OF RAMAPO) ss.:
VILLAGE OF MONTEBELLO)

I, _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address _____

SWORN to before me this
_____ day of _____, _____

NOTARY PUBLIC

VILLAGE OF MONTEBELLO
One Montebello Road
Montebello, New York 10901
(845) 368-2211 Fax (845) 368-2044

PLANNING BOARD

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK)
COUNTY OF ROCKLAND) SS.:
TOWN OF RAMAPO)
VILLAGE OF MONTEBELLO)

I, _____, being duly sworn, hereby depose

and say that I reside at: _____

I am the * _____ owner
in fee simple of premises located at _____

described in a certain deed of said premises recorded in the Rockland County Clerk's Office in Liber
_____ of conveyances, page _____

Said premises have been in my/its possession since _____. Said premises are also known and
designated on the Town of Ramapo Tax Map as Section _____ lot(s) _____.

** _____

Sworn to before me this
___ day of _____, _____

NOTARY PUBLIC

* If owner is a corporation, fill in the office held by deponent and name of corporation, and provide
a list of all directors, officers and stockholders owning more than 5% of any class of stock.

** If corporate officer indicate position.

VILLAGE OF MONTEBELLO, N.Y.

IMPROVEMENT COST ESTIMATE FORM

Name of Project _____ On-site _____
 Off-site _____

<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Unit</u>	<u>Cost</u>	<u>Amount Completed</u>
Roadway (30')	_____ L.F.	_____	_____	_____	_____
Concrete Curb	_____ L.F.	_____	_____	_____	_____
Concrete Sidewalk	_____ L.F.	_____	_____	_____	_____
STORM DRAIN					
_____ Pipe	_____ L.F.	_____	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____	_____
Catch Basins	_____ Each	_____	_____	_____	_____
Manholes	_____ Each	_____	_____	_____	_____
Concrete Headwalls	_____ Each	_____	_____	_____	_____
Monumentation	_____ Each	_____	_____	_____	_____
Street Signs	_____ Each	_____	_____	_____	_____
Miscellaneous	_____ Each	_____	_____	_____	_____
Planting	_____	_____	_____	_____	_____

Total _____

6% Inspection Fee _____ Payable to Village of Montebello

SEWERS

_____ Pipe	_____ L.F.	_____	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____	_____
Manholes	_____ Each	_____	_____	_____	_____

Total _____

6% Inspection Fee _____ Payable to Town of Ramapo

Street Frontage-in Ft. _____
 (Shade Tree) _____

_____ Date

_____ Project Engineer

Village of Montebello
Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

VIOLATION SEARCH REQUEST

Date: _____

I am requesting a violation search at:

Owner: _____

Address: _____

Section/ Block: _____

Owner's Signature: _____

Date: _____